

U.S. GOVERNMENT PRINTING OFFICE
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of
APHIS Training Materials and Manuals
as requisitioned from the U.S. Government Printing Office (GPO) by the
Department of Agriculture

Single Award

TERM OF CONTACT: The term of this contract is for the period beginning October 1, 2000, and ending September 30, 2001, plus one optional 12-month extension period that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in section 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time, on August 30, 2000.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Bid Section, Room B-104, Stop PPSB, Washington, DC 20404-0001. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, FAX No. (202) 512-1782. The Program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised May 1999.

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the products ordered under this contract will be located within a 100-kilometer (62-mile) radius of Frederick, Maryland.

Any bidder intending to use production facilities outside this area must furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

SPECIAL ATTENTION IS DIRECTED TO THE FOLLOWING ITEMS WHICH DIFFER SIGNIFICANTLY FROM THE PREVIOUS CONTRACT:

Pocket Cards added – see page 6.

Additional lesser changes are scattered throughout.

NOTE: Printing specifications will utilize dual dimensions. The product measurements will be stated with metric dimensions first, then followed in parenthesis by the inch/pound equivalents. At a future date, metric measurements will be used exclusively in all specifications.

Abstracts of contract prices are available on our website at www.access.gpo.gov/procurement/abstracts/central/.

For information of a technical nature call Ron Gladish (202) 512-0310 (No collect calls).

SECTION 1. – GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987, Rev. May 1999) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979, Rev. April 1996).

SUBCONTRACTING: The predominant production function of presswork is waived for the printing of dividers only.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes – Level III.
- (b) Finishing (item related) Attributes – Level III.
- (c) Exceptions: Quality Assurance Levels and Standards shall not apply to forms.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests – General Inspection Level I.
- (b) Destructive Tests – Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

	<u>Attribute</u>	<u>Specified Standard</u>
P-7.	Type Quality and Uniformity	Camera Copy
P-8.	Halftone Match (Single and Double Impression)	Camera Copy
P-9.	Solid and Screen Tint Color Match	Pantone Matching System

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 60 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed 2 years as a result of, and including, any extension added under this clause. Further extension may be negotiated under the “EXTENSION OF CONTRACT TERM” clause. See also “ECONOMIC PRICE ADJUSTMENT” for authorized pricing adjustment(s).

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be periodically adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract. There will be no price adjustment for orders placed during the first period specified below.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from the beginning of the contract to September 30, 2001, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment is the percentage variation between Index averages as specified in this paragraph. An index called the variable mean index will be calculated by averaging the monthly Indexes from the 12-month interval ending 3 months prior to the adjustment period. This average is then compared to the average of the monthly Indexes for the 12-month interval ending June 30, 2000, called the base mean index. The percentage change (plus or minus) of the variable mean index from the base mean index will be the economic adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

PAPER PRICE ADJUSTMENT. Paper prices charged under this contract will be adjusted in accordance with "Table 6 - Producer Price Indexes and Percent Changes for Commodity Groupings and Individual Items" in Producer Price Indexes report, published by the Bureau of Labor Statistics (BLS), as follows:

1. BLS code 0913-01 for Offset and Text will apply to all paper required under this contract.
2. The applicable index figures for the month of September 2000 will establish the base index.
3. There shall be no price adjustment for the first three months of the contract.
4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month which is two months prior to the month being considered for adjustment.
5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

$$\frac{X - \text{base index}}{\text{Base index}} \times 100 = \underline{\hspace{2cm}}\%$$

where X = the index for that month which is two months prior to the month being considered for adjustment.

6. The contract adjustment amount, if any, will be the percentage calculated in 5 above less 5%.
7. Adjustments under this clause will be applied to the contractor's bid prices for line items III. (a) through III. (f) in the Schedule of Prices and will be effective on the first day of any month for which prices are to be adjusted.

The Contracting Officer will give written notice to the contractor of any adjustments to be applied to invoices for orders placed during months affected by this clause.

In no event, however, will any price adjustment be made which would exceed the maximum permissible under any law in effect at the time of the adjustment. The adjustment, if any, shall not be based upon the actual change in cost to the contractor, but shall be computed as provided above.

The contractor warrants that the paper prices set forth in this contract do not include any allowance for any contingency to cover anticipated increased costs of paper to the extent such increases are covered by this price adjustment clause.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

POSTAWARD CONFERENCE: The total requirements of the job as indicated in these specifications, will be reviewed by Government representatives with the contractor's representatives at the GPO, Washington, DC, immediately after award.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from October 1, 2000 through September 30, 2001. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of self and separate covered looseleaf and saddle-stitched books, forms, binder inserts, dividers, and pocket cards, requiring such operations as making films, printing, laminating, binding, packing, and distribution.

TITLE: APHIS Training Materials and Manuals.

<u>Type of Publication</u>	<u>Approximate Number of Orders Per Year</u>	<u>Approximate Number of Copies/Sets* Per Order</u>	<u>Approximate Number of Pages Per Copy</u>
Books and Pamphlets	40 to 75	20 to 3,550	2 to 800
Forms	1 to 10	35 to 2,200	2
Binder Inserts	1 to 20	30 to 2,000	2
Lipped Dividers	1 to 30	15 to 3,550*	1 to 10 banks (1/4 cut to 1/8 cut)
Pocket Cards	1 to 30	20 to 3,550	2

*NOTE: Most orders for lipped dividers will be placed on the same order with the printing of the publication in which the dividers are to be inserted - therefore the number of sets ordered would match the quantity of publications on the order. *However, a few orders may be placed for lipped dividers only, and it is anticipated that the quantity on these orders will not exceed 400 sets.*

No more than three orders will be placed per workday.

TRIM SIZES:

Books and Pamphlets: 137 x 216 mm (5-3/8 x 8-1/2 inches), 216 x 137 mm (8-1/2 x 5-3/8 inches), and 216 x 279 mm (8-1/2 x 11 inches).

Forms: 137 x 216 mm (5-3/8 x 8-1/2 inches) and 216 x 279 mm (8-1/2 x 11 inches).

Lip Dividers: 137 x 216 mm (5-3/8 x 8-1/2 inches), 216 x 137 mm (8-1/2 x 5-3/8 inches), and 216 x 279 mm (8-1/2 x 11 inches) -- all plus 13 mm (1/2 inch) lip on outside edge.

Trim sizes will be ordered and paid for in their respective "Format" classification as follows:

- Format "A": Trim size 137 x 216 mm (5-3/8 x 8-1/2 inches) or 216 x 137 mm (8-1/2 x 5-3/8 inches).
- Format "B": Trim size 216 x 279 mm (8-1/2 x 11 inches).

Binder Inserts:

- Cover page: 178 x 229 mm (7 x 9 inches) up to and including 292 x 289 mm (11-1/2 x 11-3/8 inches).
- Spine: 10 x 229 mm (3/8 x 9 inches) up to and including 64 x 229 mm (2-1/2 x 9 inches).
- 10 x 279 mm (3/8 x 11 inches) up to and including 83 x 289 mm (3-1/4 x 11-3/8 inches).

NOTE: Actual required trim size for binder inserts will be indicated on print order.

Pocket Cards: 109 x 229 mm (4 x 9 inches), folds to 109 x 76 mm (4 x 3 inches).

GOVERNMENT TO FURNISH:

Camera copy consisting of line text and photoprints to be reproduced at various focuses.

Film negatives.

Lipped dividers for insertion in publication (approximately 3 to 6 orders).

One reproduction proof, Form 905 (Rev. March 1990) with labeling and marking specifications.

A supply of blue labels and selection certificates for shipping Departmental Random Copies.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

FILMS: The contractor must make all films required. All halftones are to be 133-line screen or finer. Films may be opaqued on either the emulsion or non-emulsion side.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

All text paper used in each copy must be of a uniform shade. All cover stock must have the grain parallel to the spine. The stock to be used will be indicated on each print order.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP color sample(s) and/or Pantone number(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s) and/or Pantone number(s) specified.

TEXT and FORMS:

White Offset Book, grammage 75 g/m² (basis weight: 50 lbs per 500 sheets, 25 x 38"), equal to JCP Code A60, or at contractor's option, White Writing, grammage 75 g/m² (basis weight: 20 lbs per 500 sheets, 17 x 22"), equal to JCP Code D10.

White Offset Book, grammage 90 g/m² (basis weight: 60 lbs per 500 sheets, 25 x 38"), equal to JCP Code A60.

Pink, Buff, Green, Yellow, Blue, and Salmon Writing, grammage 75 g/m² (basis weight: 20 lbs per 500 sheets, 17 x 22"), equal to JCP Code D10.

NOTE: Index and Vellum Stock will occasionally be used as front leaf and/or text page(s) scattered throughout in a looseleaf product.

COVERS and BINDER INSERTS (cover page and spine):

White, Blue, Buff, Green, Pink, Salmon, or Yellow 25% Index, grammage 255 g/m² (basis weight: 140 lbs per 500 sheets, 25-1/2 x 30-1/2"), equal to JCP Code K20.

White Vellum-Finish Cover, grammage 175 g/m² (basis weight: 65 lbs per 500 sheets, 20 x 26"), equal to JCP Code L20.

DIVIDERS:

White, Blue, Buff, Green, Pink, Salmon, or Yellow 25% Index, grammage 255 g/m² (basis weight: 140 lbs per 500 sheets, 25-1/2 x 30-1/2"), equal to JCP Code K20.

POCKET CARDS:

White No. 1 Coated Cover, Gloss-Finish, grammage 215 g/m² (basis weight: 80 lbs per 500 sheets, 20 x 26"), equal to JCP Code L11.

PRINTING: All products print in black only, in black and one Pantone color, or in two Pantone colors. Books and pamphlets print head to head, head to foot, or head to the left. Printing of cover pages 1 through 4 may be ordered. Forms print face only or face and back. Dividers will print one or two sides as ordered and may require lamination of the tab extensions and binding edge. Binder inserts (cover page and spine) print face only.

Pocket cards print face and back in black and one Pantone color, or in two Pantone colors.

NOTE: Surface tinting may be required on some covers, divider tabs, and binder inserts and will account for one of the two required ink colors. It is anticipated that only cover pages 1 and 4 would require surface tinting. When ordered, divider tabs may require surface tinting, on one or both sides. All dividers in the set would require the same color surface tint.

Match Pantone number(s) as indicated on the print order.

MARGINS: Margins will be as indicated on the print order or furnished copy. On orders that require bleed index tabs, contractor must use care in all production steps to maintain alignment of bleed index on cover four with index tabs on corresponding text pages.

BINDING: Bind as indicated on the print order. Various binding styles will be ordered as follows:

Saddle-stitched Products: Saddle-wire stitch in two places and trim three sides. Each product must contain complete 4-page signature after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

Looseleaf products: Fold, gather, side-wire stitch in one (upper left corner) or two places (on the bind), and trim four sides; or trim four sides and shrink film wrap, band with paper bands or rubber bands, or slip sheet each copy as indicated on the print order. One or two-piece separate paper covers may be required. Covers trim flush.

Forms and Binder Inserts: Trim four sides.

Pocket Cards: Trim four sides. Fold from a flat size of 109 x 229 mm (4 x 9 inches) down to 109 x 76 mm (4 x 3 inches) with two parallel folds. Score all folds prior to folding.

Insert cardboard backing if necessary to insure against distortion when shrink wrapping or paper banding.

Lipping (dividers): 13 mm (1/2-inch) lip, 1/4 cut to 1/8 cut, one to ten banks, lips shall extend 13 mm (1/2") beyond the trimmed edge. Insert dividers into proper position in text, when ordered or furnished.

Reinforcement: When requested on print order, tab extensions will be reinforced on both sides by lamination of .040 mm (.002") clear or colored (green, pink, yellow, blue, red, purple, and brown) polyester film. Binding edge to be reinforced on the back side with .002 clear polyester film extending the full length of the binding edge and approximately 16 mm (5/8") wide.

Multiple colored text stock(s) will print and collate in with white text pages on looseleaf products when indicated on the print orders.

Drilling: When indicated on the print order drill two round holes 70 mm (2-3/4") center to center or 83 mm (3-1/4") center to center; or drill three round holes 38 mm (1-1/2") center to center, 70 mm (2-3/4") center to center, 89 mm (3-1/2") center to center, or 108 mm (4-1/4") center to center; or drill five round holes, two holes to be 70 mm (2-3/4") center to center and three holes to be 89 mm (3-1/2") center to center. Holes are to be 6 mm (1/4"), 8 mm (5/16") or 10 mm (3/8") in diameter and positioned on the bind side or top as indicated. Center of holes to be 10 mm (3/8") or 13 mm (1/2") from the bind edge. It is anticipated that 80% to 85% of all orders will require drilling.

NOTE: Some orders may require the drilling of two set of holes (5 holes) to accommodate two different binder sizes.

PACKING: Pack in shipping containers. Pack carefully to insure that the tab dividers are not damaged in transit.

Shipping containers must be made in accordance with ASTM D5118 and any amendments thereto and shall have a minimum bursting strength of 1 800 kPa (275 pounds per square inch) or a minimum edge crush test (ECT) of 7 700 Newtons per meter width (44 pounds per inch width).

LABELING AND MARKING: Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

Books		Forms	
Quantity Ordered	Number of Sublots	Quantity Ordered	Number of Sublots
500 - 1,200	50	12,000 - 35,000	125
3,201 - 10,000	80	35,001 and over	200
10,001 - 35,000	125		
35,001 and over	200		

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list, generally to the address receiving the largest shipment (unless instructed otherwise).

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection, must be included.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION: Deliver f.o.b. destination to one address in the Frederick, MD area and/or one address in the Riverdale, MD area and/or one address in Washington, DC.

Ship f.o.b. contractor's city, using the "Delivery Confirmation Signature" receipt service of a small package carrier, to one address in Glyncro, GA. (It is anticipated that 50% of the orders will have a quantity shipping to this address.

Contractor will be reimbursed for the small package carrier by submitting receipt with the voucher for billing.

There will be no more than three ship/delivery destinations on any given order. The address(es) will be furnished on the print order.

Upon completion of each order, all furnished materials and films made by the contractor must be returned within 5 workdays of delivery of printed matter to the address indicated under "SCHEDULE". Furnished material must be returned in the same order as picked up.

All expenses incidental to returning materials and furnishing sample copies must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished material must be picked up from and delivered to either of the following addresses, as specified at the time of notification of availability of materials:

USDA/APHIS/R&D
Professional Development Center
7340 Executive Way, Suite A
Frederick, MD 21701

or

USDA
14th and Independence Avenue, SW
Room 501A
Washington, DC 20250

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

Complete production and distribution must be made within seven workdays.

Two additional workdays will be allowed for all orders requiring the production of color laminated dividers.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be must be received at the destination(s) specified, and the date copies delivering f.o.b. contractor's city are to shipped/mailed.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Upon completion of each order, the contractor is to notify the U.S. Government Printing Office of the date of shipment (or delivery, if applicable). Call (202) 512-0516 or (202) 512-0517; callers outside the Washington, DC area may call toll free 1-800-424-9470 or 1-800-424-9471.

SECTION 3. – DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the “Schedule of Prices” to the following units of production which are the estimated requirements to produce one year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the “Schedule of Prices”.

		(1)	(2)
I.	(a)	879	3,124
	(b)	113	
	(c)	5	

		(1)	(2)	(3)	(4)
II.	(a)	96	528	384	2,112
	(b)	1,600	5,500	17,600	22,000
	(c)	32	110	352	440
	(d)	30	130	60	260
	(e)	10	20	20	40
	(f)	10	30	20	60

		(1)	(2)
	(g)	9	23
	(h)1.	3	8
	2.	6	15
	(i)	4	10
	(j)	10	50

		(1)	(2)
III.	(a)	6,608	8,990
	(b)	1,992	2,710
	(c)	272	370
	(d)	63	86
	(e)	72	98
	(f)	45	62

IV.	(a)	15,400
	(b)	8
	(c)	12
	(d)	4
	(e)	280

SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

Bids for each item listed in its respective format group, as defined in Section 2.- Specifications, must include the cost of all required materials and operations in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

Fractional parts of 100 will be prorated at the per 100 rate.

Bids for each "Format" shall be for the trim size listed as outlined in Section 2.- Specifications.

I. FILMS:

Trim/Page-Size Film: One basic charge will be allowed for each printed page or side (face or back) of the product.

No charges will be allowed for films furnished by the Government.

Charges for films for binder inserts are to be included under II.(g), (h), and (i). Charges for films for pocket cards are to included under II.(j).

		Formats	
		A	B
		(1)	(2)
(a) Trim/Page-size unit	per film	\$ _____	\$ _____

An illustration charge will be allowed for an element that is not furnished in position on the Government furnished material and/or that requires a separate exposure. The price offered should include the cost of all materials and operations required to produce the illustration in its final form as an integral part of the basic trim/page-size film.

(b) Line per illustration \$ _____

(c) Square-finish halftone per illustration \$ _____

(Initials)

- II. **PRINTING, BINDING, PACKING AND DISTRIBUTION:** The prices offered must be all-inclusive for printing and binding (as required), in accordance with these specifications and shall include the cost of all required materials and operations, as applicable to the binding style(s) ordered.

Text, forms, and cover pages (printing in a single ink color): A charge will be allowed for "each page", whether printed or blank, contained in the product(s) ordered. Each additional color will be allowed only for the page actually printed with the additional color(s). Each text leaf contains two pages, and each complete cover contains four pages. Both items must include the cost of any required drilling in accordance with these specifications. Unless otherwise specified, no more than three blank pages shall be permitted at the end of the text.

Lipped Divider Pages: Prices offered for item (d) is for the printing, per side, in a single ink color, and must include the cost of drilling and die-cutting in accordance with these specifications. Prices offered for item (e) is for the printing, per side, of a color in addition to the first color charged under item (d). If required, the cost of laminating the tab extensions and the binding edge must be charged under item (f). If required, the cost of inserting lipped dividers into publication must be charged under item IV (e).

Additional Colors: Prices offered for item (c) shall include only those costs necessary for printing a single text or cover page in a color(s) in addition to the first single ink color press run charged for under items (a) and (b).

The cost of all required paper must be charged under item III unless specified otherwise.

	<u>Makeready and/or Setup</u>		<u>Running Per 100 Copies</u>	
	<u>Format A</u>	<u>Format B</u>	<u>Format A</u>	<u>Format B</u>
	(1)	(2)	(3)	(4)
<u>Saddle-stitched product:</u>				
(a) Text or cover page printing in a single ink including binding per page	\$ _____	\$ _____	\$ _____	\$ _____
<u>Loose-leaf Products:</u>				
(b) Text, form, or cover page printing in a single ink color, including binding. per page	\$ _____	\$ _____	\$ _____	\$ _____
<u>Additional Color(s)*:</u>				
(c) Printing text, form, or cover in a color in addition to the first single color press run charged for under items (a) and (b) per page	\$ _____	\$ _____	\$ _____	\$ _____

* Charges for any required surface tinting are to be charged under (c) above.

(Initials)

	<u>Makeready and/or Setup</u>		<u>Running Per 100 Copies</u>	
	<u>Format A</u>	<u>Format B</u>	<u>Format A</u>	<u>Format B</u>
	(1)	(2)	(3)	(4)
<u>Lip Dividers:</u>				
(d) Printing one side in a single ink color, including binding per side/per divider	\$ _____	\$ _____	\$ _____	\$ _____
(e) Printing same side in a color in addition to the first single ink color charged for under item (d) * per side/per divider	\$ _____	\$ _____	\$ _____	\$ _____
(f) Laminating tab extension (clear or colored) and binding edge (clear) in polyester film. per divider	\$ _____	\$ _____	\$ _____	\$ _____

* Charges for any required surface tinting are to be charged under (e) above.

Binder Inserts (complete product printing in a single ink color): Prices offered shall include the cost of all required materials, including films and paper (255 g/m² (140 lbs) index or 175 g/m² (65 lbs) vellum), and operations necessary for the complete production and distribution of the product listed in accordance with these specifications. Prices offered for item (i) below shall include only those costs necessary for printing binder inserts in a color in addition to the first single ink color charged for under items (g) and (h) below.

	<u>Makeready and/or Setup</u>	<u>Running Per 100 Copies</u>
	(1)	(2)
<u>Cover page:</u>		
(g) 178 x 229 mm (7 x 9") up to and including 292 x 289 mm (11-1/2 x 11-3/8") per insert	\$ _____	\$ _____
<u>Spine insert:</u>		
(h) 1. 10 x 229 mm (3/8 x 9") up to and including 64 x 229 mm (2-1/2 x 9") per insert	\$ _____	\$ _____
2. 10 x 279 mm (3/8 x 11") up to and including 83 x 289 mm (3-1/4 x 11-3/8") per insert	\$ _____	\$ _____
(i) Printing in each additional color of ink * per insert	\$ _____	\$ _____

* Charges for any required surface tinting are to be charged under (i) above.

(Initials)

Pocket Cards (complete product printing face and back in two ink colors): Prices offered shall include the cost of all required materials, including films and paper (215 g/m² (80 lbs) White No. 1 Coated Cover, Gloss-Finish), and operations necessary for the complete production and distribution of the product listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(j) Pocket card per card.....	\$ _____	\$ _____

III. PAPER: Payment for all paper, **except for Binder Inserts and Pocket Cards**, supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered in the applicable "Format" group. The cost of any paper required for makeready or running spoilage must be included in the prices offered. Computation of the net number of leaves will be based on the following:

Text/form - Each page-size leaf.

Covers - Two page-size leaves will be allowed for each complete cover. Prices offered must include the cost of paper for backstrip, when required.

	<u>Format A</u> (1)	<u>Format B</u> (2)
(a) White Offset Book 75 g/m ² (50 lb) or White Writing 75 g/m ² (20 lb)	\$ _____	\$ _____
(b) White Offset Book 90 g/m ² (60 lb).....	\$ _____	\$ _____
(c) Colored Writing 75 g/m ² (20 lb)	\$ _____	\$ _____
(d) White Index 255 g/m ² (140 lb).....	\$ _____	\$ _____
(e) Colored Index 225 g/m ² (140 lb)	\$ _____	\$ _____
(f) White Vellum Finish Cover 175 g/m ² (65 lb)	\$ _____	\$ _____

IV. ADDITIONAL OPERATIONS:

(a) Shrink-film packaging	per package	\$ _____
(b) Banding with kraft paper bands or rubber bands	per 100 bands	\$ _____
(c) Inserting separator sheets	per 100 leaves.....	\$ _____
(d) Inserting cardboard backing	per 100 leaves.....	\$ _____
(e) Inserting lipped dividers into publication	per 100 dividers ...	\$ _____

(Initials)

Charges under IV. (c) and (d) on previous page must include the cost of all necessary materials and operations in accordance with these specifications.

Charges under IV. (e) on previous page are for the insertion into the publication of either Government furnished lipped dividers or contractor produced lipped dividers, in accordance with these specifications.

My production facilities are located within the assumed area of production..... yes no

NOTICE: Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material _____
 - a. Number of hours from acceptance of print order to pickup of Government Furnished Material.....
 - b. Number of hours from pickup of Government Furnished Material to delivery at contractor's plant
2. Proposed carrier(s) for delivery of completed product _____
 - a. Number of hours from notification to carrier to pickup of completed product
 - b. Number of hours from pickup of completed product to delivery at destination

INSTRUCTIONS FOR BID SUBMISSION: Fill out "Section 4.- Schedule of Prices", initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "Schedule of Prices" with two copies of GPO Form 910, "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "Schedule of Prices" will prevail.

Bidder _____

(City - State)

By _____
(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)